The GW Medical Faculty Associates

iSupply

New Supplier Training and Navigation

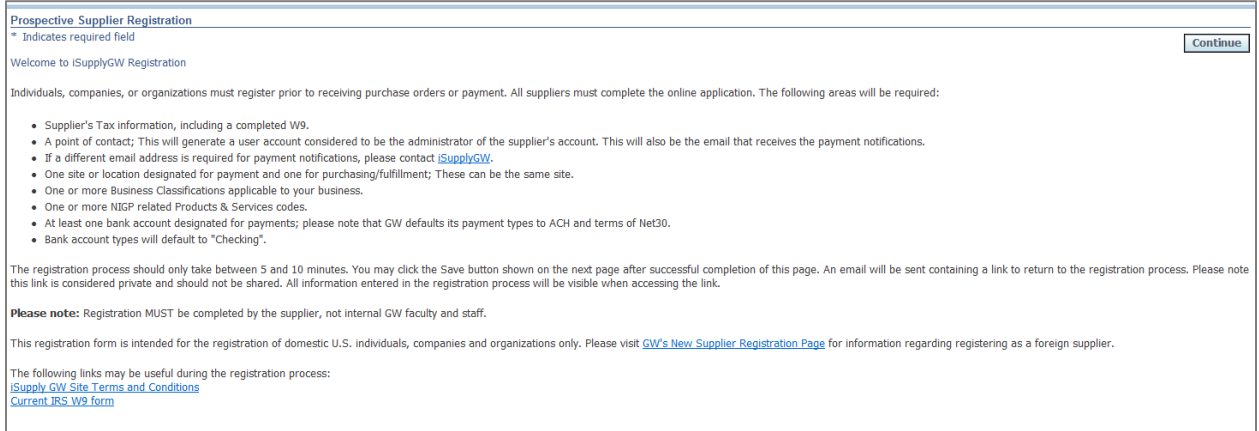This document contains information related to iSupply new supplier training and navigation at the MFA. This document is updated on a regular basis.
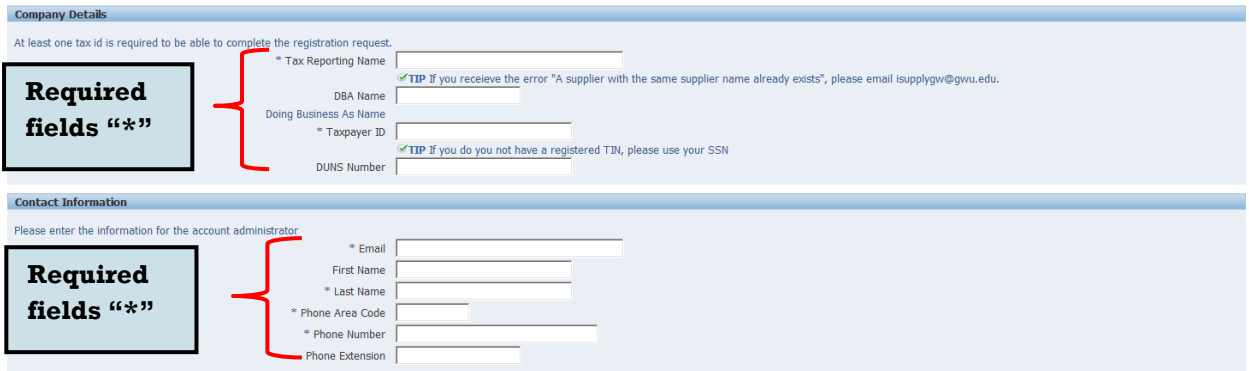
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1. Introduction

Welcome to MFA's iSupply Portal. The information below provides a list of required information and documentation to become a registered supplier.

Prospective Supplier Registration
* Indicates required field

[Continue]

Welcome to iSupplyGW Registration

Individuals, companies, or organizations must register prior to receiving purchase orders or payment. All suppliers must complete the online application. The following areas will be required:

- Supplier's Tax information, including a completed W9.
- A point of contact; This will generate a user account considered to be the administrator of the supplier's account. This will also be the email that receives the payment notifications.
- If a different email address is required for payment notifications, please contact iSupplyGW.
- One site or location designated for payment and one for purchasing/fulfillment; These can be the same site.
- One or more Business Classifications applicable to your business.
- One or more NIGP related Products & Services codes.
- At least one bank account designated for payments; please note that GW defaults its payment types to ACH and terms of Net30.
- Bank account types will default to "Checking".

The registration process should only take between 5 and 10 minutes. You may click the Save button shown on the next page after successful completion of this page. An email will be sent containing a link to return to the registration process. Please note this link is considered private and should not be shared. All information entered in the registration process will be visible when accessing the link.

Please note: Registration MUST be completed by the supplier, not internal GW faculty and staff.

This registration form is intended for the registration of domestic U.S. individuals, companies and organizations only. Please visit GW's New Supplier Registration Page for information regarding registering as a foreign supplier.

The following links may be useful during the registration process:
iSupply GW Site Terms and Conditions
Current IRS W9 form

It is helpful to collect the required documentation prior to beginning the registration process. This online form is intended for the registration of domestic U.S. individuals, companies and organizations only. Please visit MFA's New Supplier Registration Page for information regarding registering as a foreign supplier.

The first page of the registration collects organizational name(s), tax ID number, and information on the individual who will maintain the profile data in our self-service portal. This step allows the user to populate the required fields, see image below. These fields are annotated with an asterisk (*). Upon completion, you will Select the continue button located at the bottom right of the screen.

Company Details

At least one tax id is required to be able to complete the registration request.

Required fields "*"

* Tax Reporting Name
☑TIP If you receieve the error "A supplier with the same supplier name already exists", please email isupplygw@gwu.edu.

DBA Name
Doing Business As Name

* Taxpayer ID
☑TIP If you do you not have a registered TIN, please use your SSN

DUNS Number

Contact Information

Please enter the information for the account administrator

Required fields "*"

* Email
First Name
* Last Name
* Phone Area Code
* Phone Number
Phone Extension

For additional assistance, please review these items:
iSupplyGW Info Site
iSupplyGW FAQ's
iSupplyGW Training Guide

[Continue]

Select "Continue".

2. Beginning Registration

The Additional Details page is made up of 6 sections requiring supplemental information. These sections are address book, contact directory, business classifications, products and services, banking details, and add attachments. Select "Create" within each section to provide additional details for your organization.

Note: Don't have all the information you need? Select "Save For Later" to save your process. You will receive an email with a link to access the incomplete application.

3. Creating an Address

The address book section allows the administrator to create address locations for the organization. Select "Create" at the top of the page will open a new form that will allow you to create a new site location.

Select "Create" to add a new site.

This is the form the administrators will fill out to create a new site location for the organization. Required fields are noted with an asterisk (*). Select "Apply" to save changes.

Required fields "*"

Required fields "*"

Select "Apply" to save update.

4. Contact Directory

The contact directory section allows the creation of new organizational contact or administrator. Select "Create" on the top left of the screen to add a new administrator. Minimum requirements for administrators include first name, last name, and email address. Keep in mind administrators should have signing authority for the organization as they will have access to update electronic banking information.

Select "Create" to add a new administrator to the organizations profile.

Contact Directory : Active Contacts								
First Name	**Last Name**	**Phone Number**	**Email**	**Status**	**User Account**	**Remove**	**Addresses**	**Update**
Corinne	Calef		ccalef@GWU.EDU	Current	✓	🗑	📇	✏
Example	Example	202 994-2500	example@dell.com	Current		🗑	📇	✏

⊞ Contact Directory : Inactive Contacts

This is the form the administrators will fill out to create an administrator for the organization. Required fields are noted with an asterisk (*). Select "Apply" to save the update.

Create Contact
* Indicates required field

Required fields "*"

Contact Title	▼
First Name	
Middle Name	
* Last Name	
Alternate Name	
Job Title	
Department	
Contact Email	
Url	

Phone Area Code	
Phone Number	
Phone Extension	
Alternate Phone Area Code	
Alternate Phone Number	
Fax Area Code	
Fax Number	

Cancel   Apply

Select "Apply" to save update.

5. Business Classification

MFA recognizes individuals, sole proprietors, corporations, partnerships, government agencies, and exempt organizations. If you are interested in being considered for opportunities as a MFA supplier, we encourage you to read about our Policies, Code of Conduct, and Current Business Opportunities below. You will then have the opportunity to register your company using our secure iSupply database by following the procedures in the upcoming sections. Information collected by MFA details your business classification along with the types of goods and services the organization offers helping us identify potential suppliers who may be invited to participate in MFA's sourcing/bid selection process. The Information you provide is frequently accessed by MFA Buyers to identify capable suppliers as new needs and requirements arise.

The University also maintains a Supplier Diversity Program (MBE/WBE) as part of its efforts to increase participation of minority and women vendors (MBE/WBE). MFA seeks to achieve this goal through primary and second-tier suppliers. All primary suppliers must submit a plan with their bids, indicating how they intend to use minority and women owned vendors as their second-tier suppliers. Each plan will be evaluated based on good-faith efforts and will be considered the following factors:

- Availability of minority/women vendors who can supply the goods and services requested in the bid documents
- Competitiveness of the prospective second-tier suppliers

The use of local minority and women owned businesses strengthen our commitment to the local community. In all cases, however, it is expected that the vendors meet the criteria relating to the price, service, and delivery. Supplier diversity will be one, but not the sole consideration in all contract awards.

The business classification section area provides the organization the opportunity to provide self-certify in the areas of diversity and size status of the organization. Multiple selections are acceptable. Certificate numbers and expiration dates are not required. Note: All individuals can be classified as a Small Business. Select "Save" to apply updates.

Certification

☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified _____ By _____

✔**TIP** Date format example: 18-Aug-2016

Classification ▲	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Associations	☐				
Certified 8(a) Business	☐				
DC - Development Enterprise Zone	☐				
DC - Disabled Veteran Owned	☐				
DC - Disadvantaged Business	☐				
DC - Local Business	☐				
DC - Long-time Resident	☐				
DC - Resident Owned	☐				
DC - Small Business	☐				
DC - Veteran Owned	☐				
Disabled Owner Business	☐				
Education Institutions (Public, non-profit)	☐				
Governmental Entities	☐				
HubZone Business	☐				
Medium/Large Business	☐				
Minority Owned Business	☐	▼			
Service-Disabled Veteran Owned	☐				
Small Business	☐				
Small Disadvantaged Business	☐				
Veteran Owned Business	☐				
Women Owned Business	☐				

Cancel | Save

Check ✔ all that apply.

Select "Save" to apply

6. Products and Services

The products and services section allows the organization to provide specific details as to what types of goods and services will be provided to the university. MFA uses this information to better categorize and advertise the organizations offerings to our internal groups.

Select "Add"

Select "Add".

Products and Services

☑ **TIP** Please add at least one Product and Service

Add

Select	Code	Products and Services	Date Added	Approval Status
	No results found.			

Searching for product and service codes can be done by code number or by browsing the code description. Populate the number or partial description and select "Go". Note: Use the "%" sign when conducting a description search. This will help populate broader search results.

Add Products and Services: : (DELL FINANCIAL SERVICES LP)

Cancel Apply

○ Browse All Products & Services
● Search for Specific Product & Service

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code
Description   service%

Go   Clear

◁ Previous 1-50 ▾ Next 5 ▷

Select All | Select None

Select	Code	Description
☐	961-02	Administrative Services, All Kinds (Incl. Clerical, Secretarial Services, etc.)
☐	915-01	Advertising Agency Services
☐	952-07	Alcohol and Drug Testing Services
☐	915-05	Answering/Paging Services
☐	906-00	Architectual Services, Professional
☐	907-00	Architectual and Engineering Services, Non-Professional
☐	915-09	Audio/Video Production Services Complete

Step: 3

Check all that apply. ✔

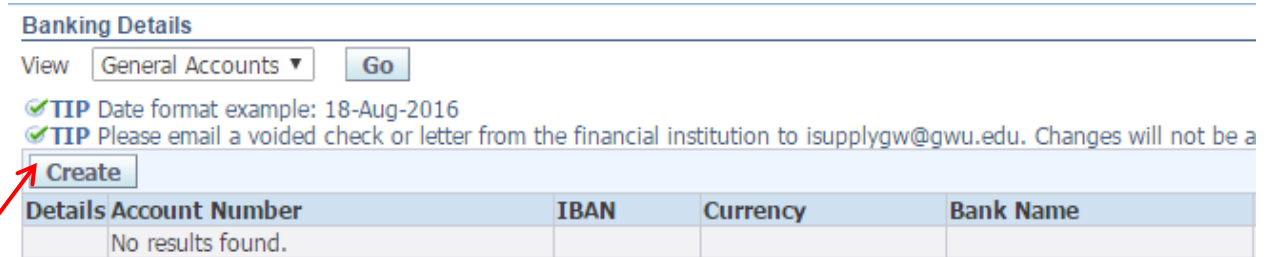**Step 1: Enter partial description.**

Step 2: Select "Go".

Step 4: Select "Apply" to save update(s).

7. Banking Details

The banking section allows the organization to maintain electronic payment information. The designated administrator can add new banking and remove banking that is no longer part of the organization.

Select "Create" to add new banking

Banking Details

View [General Accounts ▼] [Go]

✓TIP Date format example: 18-Aug-2016
✓TIP Please email a voided check or letter from the financial institution to isupplygw@gwu.edu. Changes will not be a

[Create]

Details	Account Number	IBAN	Currency	Bank Name
	No results found.			

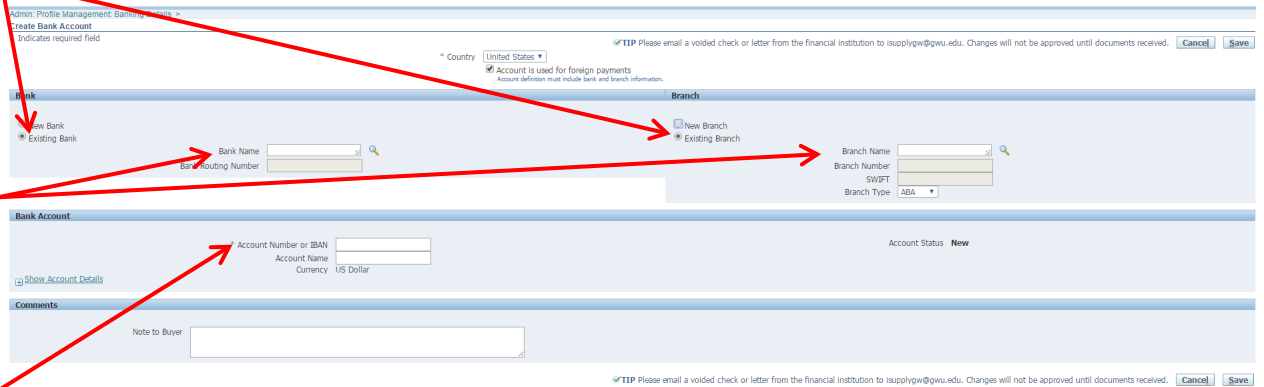**Select "Create" to add new direct deposit information.**

Our database is preloaded with all domestic banks. Select the "Existing Bank" radio button. In the bank name field, key in your bank routing number. It is helpful to use the format %#########%. Then, Select the magnifying glass to search our database.

This should populate the full name and routing number of your financial institution. Please keep in mind that bank routing numbers contain 9 digits. Follow the same process for populating the branch name. The last step is to key in your account number. You have an option of adding an account name for reference, this step is optional.

Step 1: Change selections to Existing Bank.

Step 2: Populate bank routing number.

Step 3: Populate bank account number.

Step 4: Select "Save" to apply

Admin: Profile Management: Banking Details >
Create Bank Account
* Indicates required field   ✓TIP Please email a voided check or letter from the financial institution to isupplygw@gwu.edu. Changes will not be approved until documents received.   [Cancel] [Save]
* Country [United States ▼]
☑ Account is used for foreign payments
Account definition must include bank and branch information.

Bank   **Branch**

○ New Bank   ☐ New Branch
● Existing Bank   ● Existing Branch
                    Bank Name [   ] 🔍   Branch Name [   ] 🔍
                    Bank Routing Number [   ]   Branch Number
                                                                                                     SWIFT
                                                                                                     Branch Type [ABA ▼]

Bank Account

                    * Account Number or IBAN [   ]   Account Status New
                    Account Name
                    Currency US Dollar
⊞ Show Account Details

Comments

                    Note to Buyer [   ]

                                                             ✓TIP Please email a voided check or letter from the financial institution to isupplygw@gwu.edu. Changes will not be approved until documents received.   [Cancel] [Save]
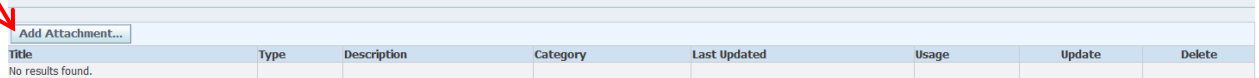
Note: To complete the update you are required to fax or email a copy of a voided check or the ACH Form.

Our email address is isupply@mfa.gwu.edu and our fax number is 571-553-8526.

8. Attaching Required Forms

GW requires all new suppliers to provide a copy of the current version of the IRS form W-9 and a voided check to confirm electronic banking. The voided check can be substituted with the ACH Form. Select on the Add Attachment button to upload your documents.
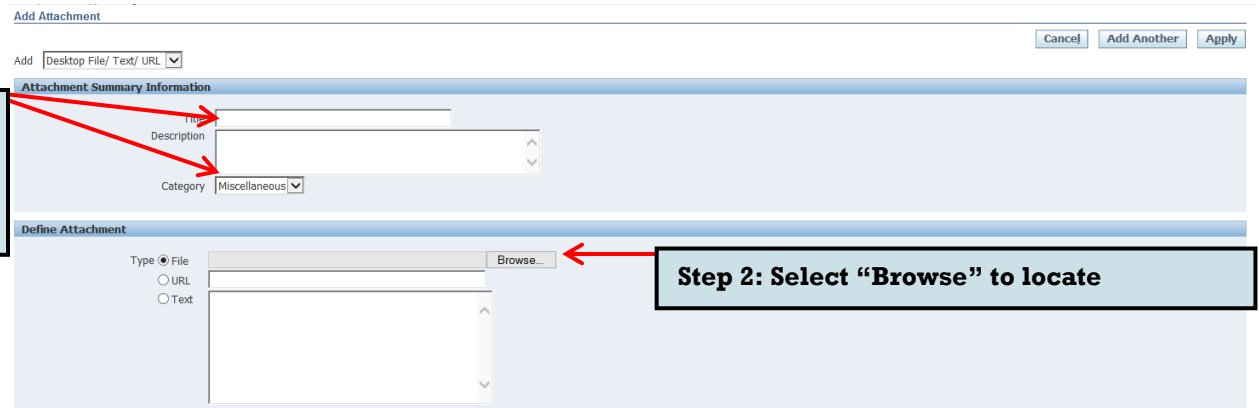
Select "Add Attachment".

Add Attachment...							
Title	Type	Description	Category	Last Updated	Usage	Update	Delete
No results found.							

Here you can add a Title and Description of the document. Select "Browse" to locate the document you want to upload. "Add Another" will allow you to upload multiple documents. Once all the documents are uploaded Select "Apply".

Add Attachment

Cancel | Add Another | Apply

Add Desktop File/ Text/ URL

Attachment Summary Information

Title
Description
Category Miscellaneous

Step 1: Add Document "Title" and "Description".

Define Attachment

Type ● File   Browse...
○ URL
○ Text

Step 2: Select "Browse" to locate

Cancel | Add Another | Apply

Step 3: (if applicable) Select "Add Another" to upload multiple documents.

Step 4: Select "Apply" to save documents

9. Submit Online Registration

Once you have completed the application process, you can Select "Register" to submit for approval.

Note: Don't' have all the information you need? Select "Save for Later" to save your progress. You will receive an email with a link to access your draft registration.
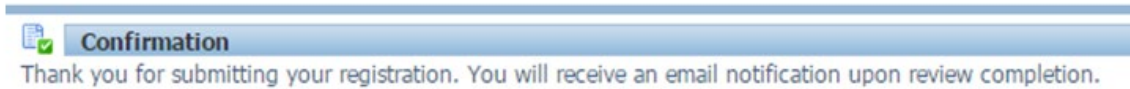
Prospective Supplier Registration: Additional Details
Please visit each section on this page. One or more items may be required in each.

Back   Save For Later   Register

Tax Reporting Name
Taxpayer ID
DUNS Number
DBA
Note to Buyer

Note to Supplier

Select "Save For Later"

Select "Register"

Confirmation
Thank you for submitting your registration. You will receive an email notification upon review completion.

10.   Contact Us

For questions or assistance with the iSupplyGW Portal, please call our helpdesk at 571-553-0300 or you can email us at isupply@mfa.gwu.edu. You can also visit our website at any time for the most up-to-date supplier information, https://procurement.gwu.edu/doing-business-gw.